

# Work Pattern Survey Questionnaire

*Tips:*

*When considering your average time, visualize your calendar for an entire month. For instance, you may spend three full weeks in the office but spend the fourth week at a client's office or traveling for business; this would be ¼ (or 25%) away from your primary office.*

*Tips:*

*When considering your level of interaction, also take into account the unscheduled interactions. For instance, as a manager you may have employees dropping by your office throughout the day, or as an administrative assistant have to direct phone calls throughout the day. These, along with your scheduled meetings and conference calls should be included with your total time for E and F.*

**Mobility Survey Questions:**

On average, indicate percentage of work time you spend at these locations. Your total time should equal 100%

- A. \_\_\_\_% At your desk in your primary office
- B. \_\_\_\_% Away from your desk in your primary office (such as at other employee's workstation, a meeting room or a break area)
- C. \_\_\_\_% At home
- D. \_\_\_\_% Other locations away from your primary office (including other government offices, client sites or business travel)
- \_\_\_\_% TOTAL TIME

**Interaction Survey Questions:**

On average, when **at your desk** in your **primary office**, indicate what percentage of work time you spend in the following ways. *Your total time should equal 100%. Please indicate a unique percentage for each task, i.e. no two percentages should be equal*

- E. \_\_\_\_% In-person interaction at your desk (such as talking to a colleague or serving a customer)
- F. \_\_\_\_% On the phone at your desk (all phone use, including conference calls)
- G. \_\_\_\_% Focused work including reading and writing (such as research, writing, contracting or legal)
- H. \_\_\_\_% Processing information with paper or electronically (such as accounting, clerical, or data processing)
- \_\_\_\_% TOTAL TIME